



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 5216.15
BUMED-M09BB3
6 Feb 2006

BUMED INSTRUCTION 5216.15

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: BY DIRECTION SIGNATURE AUTHORITY

Ref: (a) SECNAVINST 5216.5D
(b) BUMEDINST 5450.165
(c) SECNAV Manual 5214.1 of Dec 2005

Encl: (1) By Direction Authority Listing
(2) By Direction Read File Template

1. Purpose. To delegate "By direction" signature authority in alignment with references (a) and (b). This instruction serves to clarify "By direction" authority to specific positions within the Bureau of Medicine and Surgery (BUMED). This is a complete revision and must be read in its entirety.
2. Cancellation. BUMEDNOTE 5216 of 6 Jun 2005.
3. Applicability. This instruction is applicable to all internal BUMED codes.
4. Background. There are numerous reporting requirements and correspondence initiated within BUMED which require the signature of the Chief, Bureau of Medicine and Surgery. Many of these reports and memoranda can be released signed "By direction." "By direction" signature authority is not automatic. Those positions which are granted "By direction" authority are listed in enclosure (1). Additional positions may be granted "By direction" permission by Chief, BUMED and will be issued, under separate correspondence, delineating the specific scope of authority.
5. Policy and Procedures
 - a. "By direction" authority is delegated for routine correspondence that:
 - (1) Does not establish policy.
 - (2) Is not addressed to higher authority, unless specifically authorized.
 - (3) Does not change Navy Medicine's and BUMED's mission.
 - (4) Is not negative in tone, especially congressional replies.
 - (5) Is not required by law to be signed by Chief, BUMED.

b. Misuse of "By direction" signature authority will result in this authority being rescinded.

6. Action

a. Enclosure (1) contains a list of positions with "By direction" authority within BUMED.

b. Personnel granted "By direction" signature authority will thoroughly familiarize themselves with the policy and procedures in this instruction and reference (a).

c. Executive and administrative assistants will develop "Read Files" of all correspondence signed "By direction" disseminated on BUMED letterhead. Codes are required to submit monthly reports as outlined in enclosure (2) to BUMED Secretariat (M09BB3). Reports are to be submitted on diskette within 3 working days after the end of the reporting period.

d. "By direction" letters must be printed on BUMED letterhead. Use the following:

(1) Standard naval letter, "By direction":

Name (IN ALL CAPS)
By direction

(2) Standard naval letter, Vice Chief, Chief of Staff, Deputy Chiefs of Staff, and Assistant Deputy Chiefs of Staff only are authorized to sign under their own title, on BUMED letterhead, for matters under their cognizance:

Name (IN ALL CAPS)
Title

(3) Business letter, "By direction":

Name (IN ALL CAPS)
Rank, Corps
United States Navy
Title
By direction of the Chief,
Bureau of Medicine and Surgery

(4) Business letter, Deputy Chiefs of Staff and Chief of Staff only:

Name (IN ALL CAPS)
Rank, Corps
United States Navy
Title

e. Stationery. Use BUMED letterhead when signing "By direction" or when Deputy and Assistant Deputy Chiefs of Staff sign under their own title.

7. Report. Report control symbol BUMED 5216-1 is assigned to the reporting requirement contained in paragraph 6c, per reference (c).



D. C. ARTHUR

By Direction Authority Listing
(M00)

M00A	Executive Assistant to Chief, Bureau of Medicine and Surgery
M00C	Chief, Medical Corps
	Chief, Dental Corps
	Director, Medical Service Corps
	Director, Nurse Corps
	Director, Medical Department Enlisted Personnel
M00G	Special Assistant for Pastoral Care
M00I	Chief Information Officer
M00IG	Medical Inspector General
M00J	Staff Judge Advocate
M00P	Special Assistant for Communications
M00R	Special Assistant for Research Protections
M00FMC	Force Master Chief

(M09)

M09	Vice Chief, Bureau of Medicine and Surgery
M09A	Executive Assistant to Vice Chief
M09B	Chief of Staff
M09BB	Assistant Chief of Staff

(M1)

M1	Deputy Chief of Staff for Human Resources
M1B	Assistant Deputy Chief of Staff for Manpower and Policy
M1C	Assistant Deputy Chief of Staff for Personnel

(M3)

M3	Deputy Chief of Staff for Operations
M3B	Assistant Deputy Chief of Staff for Operations

(M5)

M5	Deputy Chief of Staff for Future Plans and Strategies
M5B	Assistant Deputy Chief of Staff for Future Plans and Strategies

(M8)

M8	Deputy Chief of Staff for Resource Management/Comptroller
M8B	Assistant Deputy Chief of Staff for Resource Management
M8C	Deputy Comptroller

BUMEDINST 5216.15
6 Feb 2006

BY DIRECTION READ FILE TEMPLATE

BUMED	DCN	Date Signed	Subject	Signature
Code	05USECNAV-G-000132	12/01/2005	BUMED By Direction Correspondence Control	J. B. Signature

Enclosure (2)